

JOB DESCRIPTION
Adams County, Wisconsin

JOB TITLE: Secretary/Bookkeeper - Treasurer's Office

STATUS: Part-time, non-exempt, Group 3 of Local 1168 Courthouse Union Contract
(Less than 85 hours per month)

DEPARTMENT: County Treasurer

SUPERVISOR: County Treasurer

GENERAL DESCRIPTION

The Secretary Bookkeeper will assist the County Treasurer in the performance of the duties of the office.

JOB DUTIES

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Collect mail daily from post office. Open, sort and handle the mail as appropriate.
2. Receipt, record and appropriate all payments made to the Treasurer's office, including but not limited to, tax collection, perpetual care deposits, sale of dog licenses and departmental deposits.
3. Reconcile cash and receipts at the beginning and end of each day.
4. Prepare daily, monthly, quarterly and annual reports as required.
5. Prepare and mail delinquent or postponed tax statements as scheduled.
6. Maintain files and records as appropriate and necessary for the Treasurer's office.
7. Prepare vouchers as needed.
8. Assist attorneys, surveyors, appraisers, real estate personnel, utility companies, banks, governmental agencies and the general public requesting general real estate transaction information.

9. Provide assessment and taxation information and computer services to assessors, municipalities and county offices.
10. Serve the public in a friendly, courteous manner at all times.
11. Perform any other duties as assigned or requested by Supervisor.

REQUIRED QUALIFICATIONS

1. High School Diploma.
2. Knowledge of basic accounting practices.
3. Evidence of trustworthiness in handling cash.
4. Computer experience, including using Microsoft Word/Windows/Excel.
5. Ability to understand and interpret legal descriptions.
6. Ability to interpret maps and plats accurately.
7. Ability to operate standard office equipment.
8. Ability to understand a tract index.
9. Ability to interact courteously with the general public.

TESTING FOR ABOVE QUALIFICATIONS WILL BE REQUIRED.

DESIRABLE TRAINING & EXPERIENCE

1. Experience in abstracting desirable, but not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Applicant must have:
 - Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, lifting, carrying, pushing and pulling.
 - Ability to use standard office equipment such as telephone, computer and

photocopier, and to handle large maps and drawings.

Exposure to bloodborne pathogens is considered low for this position.

Approved by Courthouse Oversight Committee this 12th day of March, 2009.

Approved by the Executive Committee this 9th day of March, 2009.